



Young Person's Guide

Welcome from the Head Teacher

Welcome to Arc School Old Arley, we work flexibly with you to make sure you get really good education.

Old Arley staff are well trained and have lots of experience to support and work with you to achieve the success we know you are capable of. We will support you if for some reason you have been out of school for some time to help you continue your learning.

The teaching and support staff have an excellent track record of working positively with young pupils on the autism spectrum. The school has a pupil information pack for when you begin but in the meantime we hope this guide will help you. This guide has been written by young people for young people and we would love to know from you if there is anything we can add to it.



**Message from
the staff team**

At the school we celebrate success, support you in your life choices and help you find stability and purpose.

We help you to explore and we will make sure you do the things you enjoy while learning. You will find that the school is a vibrant and welcoming place and we look forward to working with you to find the best ways in which you can learn.

The school follows the national curriculum where appropriate and each pupil has their own tailored timetable designed around individual learning needs.

You can study for a wide range of qualifications including functional skills, GCSE's and BTEC, there are both on and offsite learning opportunities.

Our school has a science laboratory, art and design room, computing and technology suite, a food technology kitchen and a drama studio.

There is a therapeutic intervention room, a literacy and numeracy nurture base and lots of space to learn and discover new things. There is also some quiet space if you just need some time to think or work on your own.

How will the school know if I need extra help?

When you come to Arc School Old Arley we will receive lots of information about you. This is known as an Education, Health and Care Assessment (EHC) and from that, an EHC plan is created just for you. We look at this as a staff team, then we look at the EHC plan with you, your family, carer or your social worker and together we will find out what works best for you and how you like to learn. In partnership we will make you a learning and development package which is right for you.

You can speak to any of the staff at the school but if you don't want to, you could also ask someone else that you trust, to ask on your behalf.

Don't worry about asking for extra help we can easily make changes to your learning plan, you can ask your tutor or keyworker to work with you on this. If you need extra help to manage your emotions or behaviour we have lots of people and lots of ways to help you. Never worry about asking, that is what we are here for.

What should I do if I think I need extra help?



If I have difficulty taking part in school activities what different arrangements can be made for me?

We will make sure that not only is your learning matched to your personal development needs but the activities you do are as well.

We will work with you to find a way of learning that is best suited to you and places within the school environment that help you to learn. If you are struggling with a particular activity, we will make other arrangements for you to do a similar activity that still allows you to achieve the same learning outcomes.



How does the school know how well I'm doing?



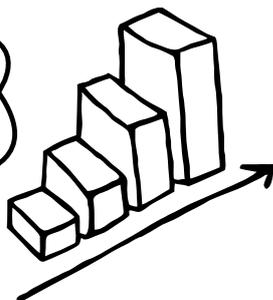
Your individual plans for education and behaviour, will show clearly your targets. We will measure your progress against your targets. We will keep you up to date in each lesson through personal learning outcomes as well as reviews every year of your overall progress.

We will also ask you to tell us what you think about your progress.

Each term we will send a report home to you and your parents or carers with updated information about your progress. At our termly parent's mornings we will chat with your parents or carers about how well you are doing.



How will I participate in planning my targets?



When you arrive at the school we look at where you are up to and complete some assessments and together we will plan realistic targets with you.

Your teachers, tutor and key worker will keep you informed of your current progress throughout the year and use this, to set your targets with you. Your keyworker will meet with you and discuss these targets each week.



How will you help me to be more independent in school?

All of the staff in the school will help you to become more independent and ensure that you are ready for life after school.

We will teach you skills for everyday life which include cooking, using transport, staying safe, money and time management and independent study skills, all these things will help you become more independent.

We will also work closely with people at home and anyone else who supports you.

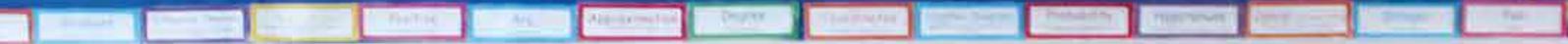


MATHS

February
&
March

Geometry

Geometry



One of our classrooms



Who will help me to be more independent in my community?

As part of your time with us, you will have the opportunity to do a wide variety of learning outside the classroom activities as well as working from a variety of community organisations.

All of these will help you to become more independent.



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Who should I speak to if I'm worried about something?

All of our staff are happy to listen if there is something that worries you.

You will have a key worker who you can speak to, there is a school nurse too.

We have a safeguarding staff member and a complaints officer if you need to talk to someone and would like guidance.

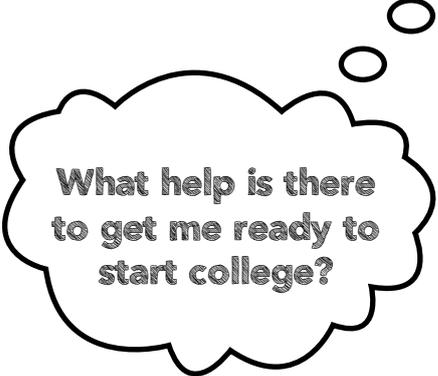


How will my parents or carers be supported to encourage me to be more independent?

We will work closely with your parents or carers and discuss plans that we have in school to develop your independence.

We will make sure that your parents or carers are told about what your local education authority has on their website to help you such as clubs, sports events, and support groups.

Parents or carers are welcome to contact the school at any time to discuss the how we can work together to help you. Your parents or carers will be given the name of your tutor and keyworker and they will be the main point of contact for them if they need to talk to someone at school.



What help is there to get me ready to start college?

Many of our older pupils begin college and vocational courses while they are with us, to make it an easier for them when they leave.

We also work with the Career Connex service to make sure that you have information on the courses that are best for you. Our school advisor will work with you and your parents or carers to make sure you have the best preparation from year nine onwards.

We will work with you to make sure you gain the qualifications needed for the type of college course you want to do.

The help and planning you will need will be in place before you move on to college. This is done by working with your local education authority and your parents or carers to create an Education Health Care plan that supports your needs.

Our music room





What help is there to get me ready to start work?

The college courses which current pupils attend teach the skills which help them to begin work in their chosen area.

You will be given individual careers advice and supported through the Career Connex service. We work with HMRC who will visit school and give advice on CV writing and interview techniques so you feel more prepared when applying for work.



Health and Safety of pupils is rated Good by Ofsted

Welfare at Arc School Old Arley is rated Good by Ofsted

The staff will make sure you are well cared for and they are trained in health and safety as well as first aid.

We will work in partnership with your parents or carers to make sure you stay safe. On school trips we always have good supervision so you are safe and enjoy the day. The pupils agree that they feel safe and that bullying rarely happens. You will learn about health lifestyles and choices through your PHSE and PE lessons, some pupils are already making healthy lifestyle choices.

Arc School Old Arley School has safeguarding and child protection policies, staff training and arrangements in place and these are reviewed regularly.

All the staff have full Disclosure and Barring (DNS) clearance to work with children. Your safety is very important to us and we make sure that new staff who come and join us are trained and are aware of child protection procedures before they start work.

The school has a good level of fire safety, equipment is checked regularly and we make sure we have regular fire drills. We also make sure that all school equipment is safe and if we are going on a school trip that we have completed the risk assessments needed.

